

FINANCIAL SERVICES DIRECTOR

KIND OF WORK

Management work in the accounting and budgetary systems for the State of Minnesota.

NATURE AND PURPOSE

An employee in this class directs and manages the department's financial services and biennial budget functions and deploys and integrates these functions to the department business units so that mission and financial goals of the agency are realized. Under limited supervision, serves as the budgetary, accounting and administrative support services director. In agencies that operate under a board structure, may function as the Chief Financial Officer. Employees supervised under this classification will be subject matter experts in the accounting and financial series and the Financial Services Director may supervise buyer, auditing and accounting series supervisors. Performs other duties as required.

DISTINGUISHING CHARACTERISTICS:

The Financial Services Director differs from the Financial Management Director in that the Financial Management Director will work more closely with executive leadership to interpret and implement all portions for the biennial budget instructions and direct the development of guidelines for other financial managers to communicate to department leaders. Financial Management Directors will also manage the development and implementation of new financial systems from conception to completion with direct control over resources including equipment and human capital needs.

Financial Management Directors will also contribute greatly to the legislative process in directing the completion of fiscal note requests and ensure requests for information are completed in a timely manner with accurate data. The Financial Services Director will typically not contribute as directly to this process.

Financial Management Directors will also manage the agency-wide financial services policy process to develop, update, and enforce relating to financial management. The Financial Management Director will communicate recommendations to executive leadership regarding new policies or changes to existing financial policies to ensure consistency within the agency. Financial Services Directors will communicate new or changed procedures with department leaders.

Financial Management Directors will primarily supervise other directors or supervisors. Financial Management Directors will oversee the work of field or regional directors in multiple units which may include finance, administrative or grant functions. Financial Services Managers will typically supervise incumbents primarily in the accounting series, including Accounting supervisory level classes.

OPTIONS:

No options associated with this classification.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Work with unit supervisors to ensure adequate and qualified staff are available to complete financial tasks by effectively hiring and training qualified staff in accordance with state policies and procedures.

Provide expert advice and counsel to Chief Financial Officers or other Financial Directors on fiscal policies and complex financial and programmatic requirements of multiple federal and state programs, this could

include recommendation of short, medium or long-term strategies to carry out goals of the agency's accounting practices with an understanding of financial impact on agency resources.

Coordinate the preparation of budget narratives to accurately describe department programs and objectives.

Direct the development of the fiscal portion of a biennial budget request to most effectively reflect the agency's program/organizational structure.

Direct and manage the assembly of spending plans for various department programs to operate within budget by determining plans through meetings with department managers.

Ensure accurate financial data, including any last minute adjustments or historical data is properly entered into a financial management system.

Monitor the status of agency expenditures against budget, identifying budget deficiencies and recommending alternative short term courses of action to resolve deficiencies.

Directly manage various budgets that are not specifically assigned to other department managers which includes monitoring expenditures and making changes with consultation from agency management.

Serve on statewide Accounting workgroups and designate representatives to related sub-committees and task forces to ensure that the agency needs are represented and considered in the establishment of statewide policies and procedures.

Oversee the acquisition and distribution of all supplies, equipment, and services so that materials are procured in an economical and timely manner and that the agency has the resources needed for its operations.

Oversee the preparation of any and all quarterly Accounts Receivable reports to Minnesota Management and Budget as well as the annual Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles.

Serve as a security officer for access of department employees to financial management systems and provide guidance on the security of other systems to ensure that access is controlled and limited to that needed to perform job responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles of cash management, and auditing sufficient to develop and maintain internal controls over department resources.

Policies, regulations and guidelines of various federal and state agencies and their relationship to organizational structures in order to guide and recommend financial control systems that are in compliance with the appropriate statutes.

Effective supervision, human resources policies, procedures and labor contracts sufficient to interview and select staff affirmatively; assign, schedule, direct, train, evaluate work performance; and discipline reporting program staff.

Legislative processes to direct budget preparation and communicate the financial needs of the agency.

Principles and techniques of customer service sufficient to ensure that the financial needs of the department programs are fully supported.

General accepted accounting principles (GAAP), fund accounting rules and cost accounting concepts and how they are applied to organizational and programmatic requirements, needs and relate to the financial systems employed by the agency.

Principles and application of business administration; strategic and business planning sufficient to participate fully in the overall management of an agency.

Skill in:

Oral communications sufficient to professionally interact with department managers to explain budgetary guidelines and the establishment of spending plans.

Coordinating departmental activities which consider the diverse interest of various stakeholders.

Analyzing processes and continually making adjustments to remove non-value added activities to enhance process efficiencies.

Ability to:

Articulate the requirements of financial management decisions from the executive staff to department managers using tact, diplomacy and respect.

Establish a positive work environment by having an appreciation and awareness of cultural diversity and of commitment to the Affirmative Action Programs of the State of Minnesota.

Use and interpret data obtained from MAPS, SEMA4, IA data warehouse or other financial management data sources, and interpret information to non-financially oriented personnel.

Apply sound judgment to addressing department-wide programmatic and business management issues.

Build and demonstrate a shared vision to foster system-oriented and strategic thinking.

Est.: 7/98

T.C.:

Rev.: 8/18

Former Title(s):